

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Bargaining Unit 21 Decertification Petition: Posting Requirements	<b>REFERENCE NUMBER:</b> 2009-001
<b>DATE ISSUED:</b> 01/07/09	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Labor Relations Officers  
Personnel Officers  
Human Resources Managers**

**FROM:** Department of Personnel Administration  
Labor Relations Division

**CONTACT:** Randy Fisher, Labor Relations Officer  
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On December 24, 2008, the Association of Education Consultants and Librarians filed a decertification petition with the Public Employment Relations Board (PERB) requesting PERB to have a decertification election, and if successful, become the exclusive representative for Bargaining Unit 21 (Education Consultants and Library).

You are required to follow certain procedures as part of this decertification process, including posting the two documents described below in any worksite employing Unit 21 Educational Consultant and Library. ***Please follow these instructions carefully.*** Be sure to also remind your excluded employees about the strict neutrality requirements described on page 2.

**What You Must Do**

You must print the following two documents and post them immediately. To access the documents on DPA's website, click on the link below:

[Notice of Decertification Petition](#)  
[Decertification Petition](#)

**When to post:** Immediately. Each document must remain posted for at least **20 calendar days**. When you post the *Notice of Decertification Petition*, you must fill in the date fields for "Date notice was posted" and "This notice must remain posted until." (For example, if the notice is posted January 7, 2009, it must remain posted until January 27, 2009.)

**Where to post:** The documents must be posted conspicuously on all employee bulletin boards in each facility where Bargaining Unit 21 Educational Consultant and Library work.

**Strict Neutrality Required**

The law requires that the Unit 21 decertification process be conducted fairly, efficiently, and in full compliance with PERB instructions. All managers, supervisors, and other excluded employees are reminded not to make any statements or otherwise express favoritism or bias toward one organization or another involved in this severance action.

All managers, supervisors, and other excluded employees includes employees who are serving in out-of-class assignments, training and development assignments, or otherwise serving in an "acting" capacity as a manager, supervisor or excluded employee. This includes any employee holding any type of appointment (e.g., permanent, limited term, temporary, probationary, etc.) to a managerial, supervisory or other excluded classification.

/s/Julie Chapman

Julie Chapman  
Deputy Director Labor Relations